

# NORTHERN TERRITORY OF AUSTRALIA BUILDING PRACTITIONERS BOARD

## Application for an owner-builder certificate

Use this form to apply for an owner-builder certificate in accordance with Section 48E of the *Building Act 1993*.

When completing this form **all** registered owners of the property where the building works will be undertaken, must be included. If there are more than 2 owners, please photocopy this page and attach to the application.

To register as an owner-builder you must:

- Be a natural person/s (including natural person as trustees) and the registered owner/s of the property. Note: A company, a Trust or any other entity can **NOT** apply for an owner-builder certificate.
- Be completing the following “prescribed building work”:
  - Work over the value of \$12,000 for, or in connection with, the construction of the following:
    - a) Class 1a single detached dwelling (new house); or
    - b) Class 10 building (e.g. a carport or shed) attached to the house and built at the same time as the house; or
    - c) Retaining walls (whenever constructed) related to the structural integrity of the house.

The constructions of new duplexes/townhouses (Class 1a or Class 2 flats/units) or extensions to these buildings over \$12,000 cannot be undertaken by an owner-builder and **MUST BE** undertaken by a Registered Building Contractor.

For further information about the application process and who is considered to be an owner-builder please see the [owner-builder manual](#) and the building practitioner’s board [website](#).

### Application type

Select the relevant licence type below. If you are applying for a renewal please provide your current certificate number below.

New       Renewal       Existing owner builder certificate number:

### Applicant 1

Surname: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Is your postal address the same as above? If no, complete below:

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Applicant 1 contact details

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant 2					
Surname:		Date of birth:			
Given name/s:					
Residential address:					
Suburb:		State:		Postcode:	
Is your postal address the same as above? If no, complete below:					
Postal address:					
Suburb:		State:		Postcode:	
Applicant 2 contact details					
Phone number:		Mobile number:			
Email address:					
Applicant 3 (if applicable)					
Surname:		Date of birth:			
Given name/s:					
Residential address:					
Suburb:		State:		Postcode:	
Is your postal address the same as above? If no, complete below:					
Postal address:					
Suburb:		State:		Postcode:	
Applicant 3 contact details					
Phone number:		Mobile number:			
Email address:					
Property details					
Please provide a current (within the last 28 days) title search certificate for the property where owner-builder work will be undertaken with your application.					
Lot Number:		Property Address			
Suburb:		State:		Postcode:	
Details of proposed building works					
Please provide specific details of proposed building works below.					
Owner-builder manual					
We/I have read and understand the NT <a href="#">owner-builder manual</a> .					<input type="checkbox"/>
The completed declaration in the NT owner-builder manual is attached to this application.					<input type="checkbox"/>

**Applicant declaration**

This declaration must be made by **all** owners of the property. If there are more than 2 owners please photocopy this page and attach to the application.

I, (full name applicant 1):

I, (full name applicant 2):

being the owner/s of the below property address where owner-builder work will be undertaken (insert property address below):

Do solemnly and sincerely declare that the contents of this application form and the following statements are true and correct, and I/we understand that providing a false declaration is an offence under section 48E (3) of the *Building Act 1993* with a maximum penalty up to 85 penalty units:

- All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the *Oaths, Affidavits and Declarations Act 2010*; and
- I/We have read and understood the Northern Territory owner-builder manual; and
- I/We acknowledge that a building permit (issued by a building certifier) is required prior to commencement of work; and
- I/We acknowledge that the building certifier is to be provided with a builder’s declaration issued by me/us in the approved form, in accordance with the *Building Act 1993*, no later than 14 days after completion of the building work; and
- I/We acknowledge that I/we are responsible for rectifying any defective work for the period of time that the consumer guarantees last (six years for structural defects and one year for non-structural defects); and
- I/We have not entered into an agreement to transfer ownership of the land to another person; and
- I/We accept that failure to supply information required on this form may delay processing of this application; and
- I know that it is an offence to make a declaration which is false in any material particular.

This declaration is made at: (location)

on: (date)

Owner 1 signature:

Owner 2 signature:

Witness signature:

Date:

Witness address:

**Note:** Under the *Oaths, Affidavits and Declarations Act 2010* a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.

Checklist	
Prescribed application fee – See the <a href="#">application forms</a> page for current fee.	<input type="checkbox"/>
Application complete and declarations signed.	<input type="checkbox"/>
Photo ID for each owner attached. <ul style="list-style-type: none"> <li>Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.</li> </ul>	<input type="checkbox"/>
Declaration from the owner-builder manual attached.	<input type="checkbox"/>
Title Search certificate for property (less than 28 days old). <ul style="list-style-type: none"> <li>Applicants must purchase a title search from the Lands Titles Office and must be less than 28 days old.</li> </ul>	<input type="checkbox"/>
Privacy statement	
The Northern Territory Government and the Building Practitioners Board of the Northern Territory complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .	
Lodgement	
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:	
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway, Berrimah
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine
Tennant Creek:	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs
1800 193 111	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a> GPO Box 9800 Darwin NT 0801
Payment details	
A fee is payable on lodgement of this application form. Payment can be made by: <ul style="list-style-type: none"> <li>Cash (in person only); or</li> <li>Cheque (made out to Receiver of Territory Monies - in person/mail); or</li> <li>Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.</li> </ul>	
Payment date:	Receipt number: Amount paid: